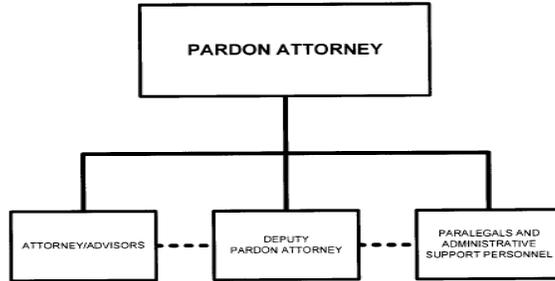


# A: Organizational Chart

## OFFICE OF THE PARDON ATTORNEY



Approved by:

ERIC H. HOLDER, JR.  
Attorney General

Date: 5/16/13

B. Summary of Requirements

## Summary of Requirements

Office of Pardon Attorney

Salaries and Expenses

(Dollars in Thousands)

	FY 2021 Request		
	Positions	Estimate FTE	Amount
<b>2019 Enacted 1/</b>	<b>19</b>	<b>16</b>	<b>4,474</b>
<b>Total 2019 Enacted</b>	<b>19</b>	<b>16</b>	<b>4,474</b>
<b>2020 Enacted</b>	<b>20</b>	<b>20</b>	<b>4,766</b>
<b>Technical Adjustments</b>			
Placeholder	0	0	0
<b>Total Technical Adjustments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Base Adjustments</b>			
Pay and Benefits	0	0	116
Domestic Rent and Facilities	0	0	10
Other Adjustments	0	0	-82
<b>Total Base Adjustments</b>	<b>0</b>	<b>0</b>	<b>44</b>
<b>Total Technical and Base Adjustments</b>	<b>0</b>	<b>0</b>	<b>44</b>
<b>2021 Current Services</b>	<b>20</b>	<b>20</b>	<b>4,810</b>
<b>2021 Total Request</b>	<b>20</b>	<b>20</b>	<b>4,810</b>
2020 - 2021 Total Change	0	0	44

<sup>1/</sup> FY 2019 FTE is actual

### Summary of Requirements

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Program Activity	FY 2019 Enacted			FY 2020 Enacted			FY 2021 Technical and Base Adjustments			FY 2021 Current Services		
	Position s	Actual FTE	Amount	Positions	Est. FTE	Amount	Position s	Est. FTE	Amount	Position s	Est. FTE	Amount
Office of the Pardon Attorney	19	16	4,474	20	20	4,766	0	0	44	20	20	4,810
<b>Total Direct</b>	<b>19</b>	<b>16</b>	<b>4,474</b>	<b>20</b>	<b>20</b>	<b>4,766</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>20</b>	<b>20</b>	<b>4,810</b>
Balance Rescission		0				0			0			0
<b>Total Direct with Rescission</b>			<b>4,474</b>			<b>4,766</b>			<b>44</b>			<b>4,810</b>
Reimbursable FTE		0			0			0			0	
<b>Total Direct and Reimb. FTE</b>		<b>16</b>			<b>20</b>			<b>0</b>			<b>20</b>	
Other FTE:												
LEAP		0			0			0			0	
Overtime		0			0			0			0	
<b>Grand Total, FTE</b>		<b>16</b>			<b>20</b>			<b>0</b>			<b>20</b>	

Program Activity	2021 Increases			2021 Offsets			2021 Request		
	Position s	Est. FTE	Amount	Positions	Est. FTE	Amount	Position s	Est. FTE	Amount
Office of the Pardon Attorney	0	0	0	0	0	0	20	20	4,810
<b>Total Direct</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>4,810</b>
Balance Rescission			0			0			0
<b>Total Direct with Rescission</b>			<b>0</b>			<b>0</b>			<b>4,810</b>
Reimbursable FTE		0			0			0	
<b>Total Direct and Reimb. FTE</b>		<b>0</b>			<b>0</b>			<b>20</b>	
Other FTE:									
LEAP		0			0			0	
Overtime		0			0			0	
<b>Grand Total, FTE</b>		<b>0</b>			<b>0</b>			<b>20</b>	

**FY 2021 Program Increases/Offsets by Decision Unit**

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Program Increases	Location of Description by Program Activity	Office of the Pardon Attorney				Total Increases			
		Positions	Agt./Atty.	Est. FTE	Amount	Positions	Agt./Atty.	Est. FTE	Amount
No Program Increase									
<b>Total Program Increases</b>									

Program Offsets	Location of Description by Program Activity	Office of the Pardon Attorney				Total Offsets			
		Positions	Agt./Atty.	Est. FTE	Amount	Positions	Agt./Atty.	Est. FTE	Amount
No Program Offsets									
<b>Total Program Offsets</b>									

**Resources by Department of Justice Strategic Goal and Objective**

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Strategic Goal and Strategic Objective	FY 2019 Enacted		FY 2020 Enacted		FY 2021 Current Services		FY 2021 Increases		FY 2021 Offsets		FY 2021 Total Request	
	Direct & Reimb FTE	Direct Amount	Direct & Reimb FTE	Direct Amount	Direct & Reimb FTE	Direct Amount	Direct & Reimb FTE	Direct Amount	Direct & Reimb FTE	Direct Amount	Direct & Reimb FTE	Direct Amount
<b>Goal 4 Promote Rule of Law, Integrity, and Good Government</b>												
4.1 Uphold the rule of law and integrity in the proper administration of justice	16	4,474	20	4,766	20	4,810	0	0	0	0	20	4,810
<b>Subtotal, Goal 4</b>	<b>16</b>	<b>4,474</b>	<b>20</b>	<b>4,766</b>	<b>20</b>	<b>4,810</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4,810</b>
<b>TOTAL</b>	<b>16</b>	<b>4,474</b>	<b>20</b>	<b>4,766</b>	<b>20</b>	<b>4,810</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>4,810</b>

### Justifications for Technical and Base Adjustments

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

	Positions	Estimate FTE	Amount
<b>Technical Adjustments</b>			
1 Administrative Savings	0	0	0
<b>Subtotal, Technical Adjustments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pay and Benefits</b>			
1 <u>2021 Pay Raise and Awards Increase</u> Per OMB A-11 guidance, section 32.1, Personnel Compensation, the agency must reflect an increase in awards spending for non-SES/SL/ST from FY 2020 to FY 2021. This increase should be no less than 1 percent point of FY 2021 non-SES/SL/ST salary spending. In addition, this request provides for a proposed 1 percent pay raise for FY 2021 to be effective in January 2021. The amount requested represents the pay amounts for 3/4 of the fiscal year plus appropriate benefits.	0	0	44
2 <u>Annualization of 2020 Pay Raise</u> 2020 Pay Raise - 3.1%	0	0	19
3 <u>Changes in Compensable Days</u> The decreased cost for one less compensable day in FY2021 compared to FY2020 is calculated by dividing the FY2020 estimated personnel compensation \$2,194 and applicable benefits \$546 by 262 compensable days is - \$10	0	0	-9
4 <u>FERS Rate Increase</u> Per 2018 OMB Circular A-11 section 32, Personnel Compensation, Benefits, and Related Costs, the agency contribution of regular retirement under FERS increased to 16%. The amount requested, \$26,000, represents the funds needed to cover this increase.	0	0	26
5 <u>Health Insurance</u> Effective January 2021, the component's contribution to Federal employees' health insurance increases by 10.7 percent. Applied against the 2020 estimate of \$178 the additional amount required is \$36	0	0	36
<b>Subtotal, Pay and Benefits</b>	<b>0</b>	<b>0</b>	<b>116</b>
<b>Domestic Rent and Facilities</b>			
1 <u>GSA Rent</u>	0	0	10

E. Justifications for Technical and Base Adjustments

**Justifications for Technical and Base Adjustments**

Office of Pardon Attorney  
 Salaries and Expenses  
 (Dollars in Thousands)

	Positions	Estimate FTE	Amount
GSA will continue to charge rental rates that approximate those charged to commercial tenants for equivalent space and related services. The requested increase of \$10,000 is required to meet our commitment to GSA. The costs associated with GSA rent were derived through the use of an automated system, which uses the latest inventory data, including rate increases to be effective FY 2021 for each building currently occupied by Department of Justice components, as well as the costs of new space to be occupied. GSA provides data on the			
<b>Subtotal, Domestic Rent and Facilities</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>Other Adjustments</b>			
1 <u>Security Investigations</u> The \$1,000 increase reflects payments to the Defense Counterintelligence and Security Agency for security re-investigations for employees requiring security clearances	0	0	1
2 Administrative Savings - a decrease of \$83,000 is requested as a result of rebaselining based on the 2020 enacted instead of the FY 2020 President's Budget.	0	0	-83
<b>Subtotal, Other Adjustments</b>	<b>0</b>	<b>0</b>	<b>-82</b>
<b>TOTAL DIRECT TECHNICAL and BASE ADJUSTMENTS</b>	<b>0</b>	<b>0</b>	<b>44</b>

### Crosswalk of 2019 Availability

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Program Activity	FY 2019 Enacted			Reprogramming/Transfers			Carryover	Recoveries/ Refunds	FY 2019 Availability		
	Position s	Actual FTE	Amount	Position s	Actual FTE	Amount	Amount	Amount	Position s	Actual FTE	Amount
Office of the Pardon Attorney	19	16	4,474	0	0	0	0	0	19	16	4,474
<b>Total Direct</b>	<b>19</b>	<b>16</b>	<b>4,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>16</b>	<b>4,474</b>
Balance Rescission			0			0	0	0			0
Total Direct with Rescission			4,474			0	0	0			4,474
Reimbursable FTE		0			0					0	
Total Direct and Reimb. FTE		16			0					16	
Other FTE:											
LEAP FTE		0			0					0	
Overtime		0			0					0	
Grand Total, FTE		16			0					16	

**Reprogramming/Transfers:**

**Carryover:**

**Recoveries/Refunds:**

### Crosswalk of 2020 Availability

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Program Activity	FY 2020 Enacted			Reprogramming/Transfers			Carryover	Recoveries/ Refunds	FY 2020 Availability		
	Position s	Est. FTE	Amount	Position s	Est. FTE	Amount	Amount	Amount	Position s	Est. FTE	Amount
Office of the Pardon Attorney	20	20	4,766	0	0	0	0	0	20	20	4,766
<b>Total Direct</b>	<b>20</b>	<b>20</b>	<b>4,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>4,766</b>
Balance Rescission			0			0	0	0			0
Total Direct with Rescission			4,766			0	0	0			4,766
Reimbursable FTE		0			0					0	
Total Direct and Reimb. FTE		20			0					20	
Other FTE:											
LEAP FTE		0			0					0	
Overtime		0			0					0	
Grand Total, FTE		20			0					20	

**Reprogramming/Transfers:**

**Carryover:**

**Recoveries/Refunds:**

### Summary of Reimbursable Resources

Office of Pardon Attorney

Salaries and Expenses

(Dollars in Thousands)

Collections by Source	2019 Actual			2020 Estimate			2021 Request			Increase/Decrease		
	Reimb. Pos.	Reimb. FTE	Amount	Reimb. Pos.	Reimb. FTE	Amount	Reimb. Pos.	Reimb. FTE	Amount	Reimb. Pos.	Reimb. FTE	Amount
JOPA1919001 - Opanga Detail (CRM)	0	0	83	0	0	0	0	0	0	-1	-1	-83
JOPA1919002 - Weinsheimer Detail (ODAG)	0	0	145							-1	-1	-145
<b>Budgetary Resources</b>										<b>0</b>	<b>0</b>	<b>0</b>

Obligations by Program Activity	2019 Actual			2020 Estimate			2021 Request			Increase/Decrease		
	Reimb. Pos.	Reimb. FTE	Amount	Reimb. Pos.	Reimb. FTE	Amount	Reimb. Pos.	Reimb. FTE	Amount	Reimb. Pos.	Reimb. FTE	Amount
Office of the Pardon Attorney	0	0	228	0	0	0	0	0	0	0	0	0
<b>Budgetary Resources</b>	<b>0</b>	<b>0</b>	<b>228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Summary of Sub-Allotments and Direct Collections Resources**

Office of Pardon Attorney  
 Salaries and Expenses  
 (Dollars in Thousands)

Sub-Allotments and Direct Collections	2019 Actual			2020 Estimate			2021 Request			Increase/Decrease		
	SubAllot- Dir Coll Pos	SubAllot- Dir Coll FTE	Amount									
None										0	0	0
<b>Budgetary Resources</b>										<b>0</b>	<b>0</b>	<b>0</b>

Obligations by Program Activity	2019 Actual			2020 Estimate			2021 Request			Increase/Decrease		
	SubAllot- Dir Coll Pos	SubAllot- Dir Coll FTE	Amount									
None												
<b>Budgetary Resources</b>										<b>0</b>	<b>0</b>	<b>0</b>

### Detail of Permanent Positions by Category

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Category	FY 2019 Enacted		FY 2020 Enacted		FY 2021 Request				
	Direct Pos.	Reimb. Pos.	Direct Pos.	Reimb. Pos.	ATBs	Program Increases	Program Offsets	Total Direct Pos.	Total Reimb. Pos.
Clerical and Office Services (0300-0399)	3	0	4	0	0	0	0	4	0
Paralegals / Other Law (900-998)	5	0	5	0	0	0	0	5	0
Attorneys (905)	11	0	11	0	0	0	0	11	0
<b>Total</b>	<b>19</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>
Headquarters Washington D.C.	19	0	20	0	0	0	0	20	0
US Fields	0	0	0	0	0	0	0	0	0
Foreign Field	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>19</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>

**Financial Analysis of Program Changes**  
 Office of Pardon Attorney  
 Salaries and Expenses  
 (Dollars in Thousands)

Grades	Total Program Changes	
	Positions	Amount
No grades		
<b>Total Positions and Annual Amount</b>	<b>0</b>	<b>0</b>
Lapse (-)		
11.5 - Other personnel compensation		
<b>Total FTEs and Personnel Compensation</b>	<b>0</b>	<b>0</b>
No BOCs		
<b>Total Program Change Requests</b>	<b>0</b>	<b>0</b>

### Summary of Requirements by Object Class

Office of Pardon Attorney  
Salaries and Expenses  
(Dollars in Thousands)

Object Class	FY 2019 Actual		FY 2020 Enacted		FY 2021 Request		Increase/Decrease	
	Act. FTE	Amount	Direct FTE	Amount	Direct FTE	Amount	Direct FTE	Amount
11.1 - Full-time permanent	16	1,699	20	2,022	20	2,199	0	177
11.3 - Other than full-time permanent	0	19	0	187	0	187	0	0
11.5 - Other personnel compensation	0	27	0	54	0	0	0	-54
<i>Overtime</i>	0	0	0	0	0	0	0	0
<i>Other Compensation</i>	0	0	0	0	0	0	0	0
11.8 - Special personal services payments	0	0	0	147	0	147	0	0
<b>Total</b>	<b>16</b>	<b>1,745</b>	<b>20</b>	<b>2,410</b>	<b>20</b>	<b>2,533</b>	<b>0</b>	<b>123</b>
<b>Other Object Classes</b>								
12.1 - Civilian personnel benefits		571		715		712	0	-3
21.1 - Travel & Transportation of persons		0		13		0	0	0
23.1 - Rental payments to GSA		725		709		722	0	13
23.2 - Rental payments to others		3		6		6	0	0
23.3 - Communications, utilities, and miscellaneous charges		36		262		162	0	-100
24.0 - Printing and reproduction		1		10		10	0	0
25.1 - Advisory and assistance services		112		137		177	0	40
25.2 - Other services from non-federal sources		7		5		5	0	0
25.3 - Other goods and services from federal sources		227		200		200	0	0
25.4 - Operation and maintenance of facilities		167		200		200	0	0
25.7 - Operation and maintenance of equipment		26		59		59	0	0
26.0 - Supplies and materials		2		20		20	0	0
31.0 - Equipment		1		20		4	0	-16
<b>Total Obligations</b>		<b>3,623</b>		<b>4,766</b>		<b>4,810</b>	<b>0</b>	<b>44</b>
<b>Net of:</b>								
Unobligated Balance, Start-of-Year		0		0		0	0	0
Transfers/Reprogramming		0		0		0	0	0
Recoveries/Refunds		0		0		0	0	0
Balance Rescission		0		0		0	0	0
Unobligated End-of-Year, Available		0		0		0	0	0
Unobligated End-of-Year, Expiring		851		0		0	0	0
<b>Total Direct Requirements</b>		<b>4,474</b>		<b>4,766</b>		<b>4,810</b>		<b>44</b>
Reimbursable FTE								
Full-Time Permanent	0		0		0		0	0

### Summary of Requirements by Grade

Office of Pardon Attorney  
 Salaries and Expenses  
 (Dollars in Thousands)

Grades and Salary Ranges	2019 Enacted		2020 Enacted Continuing Resolution		2021 Request		Increase/Decrease	
	Direct Pos.	Amount	Direct Pos.	Amount	Direct Pos.	Amount	Direct Pos.	Amount
SES/SL \$119,554 - 179,700	1	0	1	0	1	0	0	0
GS-15 \$123,758 - 155,500	5	0	5	0	5	0	0	0
GS-14 \$105,211 - 136,771	5	0	5	0	5	0	0	0
GS-13 \$89,033 - 115,742	3	0	4	0	4	0	0	0
GS-12 \$74,872 - 97,333	1	0	1	0	1	0	0	0
GS-11 \$62,467 - 81,204	2	0	2	0	2	0	0	0
GS-9 \$51,630 - 67,114	2	0	2	0	2	0	0	0
<b>Total, Appropriated Positions</b>	<b>19</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Average SES Salary</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Average GS Salary</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Average GS Grade</b>		<b>13</b>		<b>13</b>		<b>13</b>		<b>13</b>